

## How To

# GET ORGANIZED

**Being organized makes your day run smoother and it saves you time.**

**When you're organized, you also have less stress**

**and feel more in control of your life.**



**Being organized will not only make you a better student, it will help you succeed in your career, and in life.**

## ORGANIZATION TIPS

### **Use a planner**

Take a planner to every class. Record assignments, tests, quizzes, special events, appointments, etc.

Also use your planner to break large assignments and projects down into more manageable parts.

### **Have a system for organizing papers**

Whether you use folders or binders, the important thing is that you have a system for organizing your all of your papers – class notes, handouts, homework, etc. Have a specific place for every paper.

### **Develop routines**

Have a morning routine that gets your day off to a good start and a nighttime routine that includes getting everything ready for the next day.

### **Eliminate clutter**

Throw out the things you don't need, put papers you want to keep in a home file, and keep your study area clean and neat.

# ORGANIZATION TIPS

## **Create To-Do lists**

If you have a lot to do, create a To-Do list. Prioritize the items on the list to ensure the most important things get done. Focus on one task at a time.

## **Organize and save computer work**

Make sure you save your work often. Regularly back up, clean up, and organize your computer files.

## **Use a monthly wall calendar**

A monthly wall calendar will help you keep track of major events, project deadlines, vacations, etc.

## **Create a study plan**

Know when you study best and create a study plan that works for you. Identify anything that could interrupt your studying and figure out how you can eliminate or avoid it.

# TIME-MANAGEMENT TIPS

**To be successful in school and in life, you need to have good time-management skills.**

- ▶ **Look for chunks of time during the day that are wasted.** Think about how you can use these times more effectively.
- ▶ **Learn to say “no.”** Don’t let anything get in the way of your schoolwork.
- ▶ **Don’t overextend yourself.** If you never seem to have enough time, identify activities you can eliminate, shorten, or postpone.
- ▶ **Control time wasters.** Social media, TV, and video games can all be huge time wasters. Schedule small chunks of time for these activities, and stick to your schedule.
- ▶ **Set aside time to relax.** It’s important to take time to relax and recharge your batteries.